

## 2009-2010 CTE Student Participation Reports (formerly Student Enrollment Reports)

The 2009-2010 Career and Technical Education Student Participation Reports are now available at an online link for completion. Any district planning to apply for Carl D. Perkins and/or state Career and Technical education (CTE) funding for the 2010-2011 school year must submit participation reports for all CTE instructors. A technical assistance WEBINAR was broadcast earlier today via Adobe Connect and explained how to complete and submit this important data.

For those who were unable to attend, the recorded webinar may viewed here:

**Information WEBINAR LINK:**

<http://connect.opi.mt.gov/p14417530/>

The link to the REPORT that must be completed is located at:

**CTE Student Participation REPORT LINK:**

<http://keysurvey.mt.gov/survey/107112/c7ed/>

Both links are posted on the Career and Technical Education web page on the OPI Web site: <http://www.opi.mt.gov>. At the OPI home page, select 'Programs'; 'Career Technical and Adult Education'; and then select 'Career and Technical Education'.

### **DUE DATE:**

Please make sure that each career and technical education instructor completes this online report and submits it electronically by **April 2, 2010**.

As in the past, current course descriptions are required as well as student participation numbers. Course descriptions can be directly uploaded in the online report. Course descriptions are used to determine program approval. Please make sure that the course descriptions describe what is being taught during the 2009-2010 school year.

The data collected from these CTE participation reports is used for Carl D. Perkins accountability reporting and factors that determine the state CTE allocation formula. Therefore, it is imperative that the information submitted on these reports is complete and accurate. Incomplete or inaccurate data will affect your district's FY11 state CTE/Perkins allocations.

If you have questions or problems regarding the online report or the webinar, please contact Diana Fiedler, Accountability Specialist, at: 406-444-9019 or by e-mail at: [dfiedler@mt.gov](mailto:dfiedler@mt.gov).